



**DeKalb Workforce Development**  
*Where Workforce Comes Together*

**NOTICE OF INTENT TO AWARD SOLE SOURCE CONTRACT**

**Posted on Monday, March 30, 2015**

This notice is being published in compliance with Federal Register 29 CFR 97.36 for non-competitive proposals. This is a notice of intent to award a sole-source contract, and is not a request for competitive proposals but a mean to determine inadequate competition.

DeKalb Workforce Development intends to award a sole source contract to John G. Chamberlin, Attorney/Consultant, Post Office Box 335, Corbett, OR 97019. This contract is to provide **Workforce Innovation and Opportunity Act (WIOA)** transition and implementation services to DeKalb Workforce Development for successful transition from the Workforce Investment Act (WIA).

Please contact Sandeep Gill for inquiries regarding this notification. All inquiries must be submitted in writing via email at [sgill@dekalbcountyga.gov](mailto:sgill@dekalbcountyga.gov). No telephonic inquiries. This Notice of Intent will be posted for ten (10) days from Monday, March 30, 2015 through Friday, April 10, 2015.

**Contracting Office Address:**

DeKalb County Workforce Development  
774 Jordan Lane, Building #4  
Decatur, GA 30033

**Primary Point of Contact:**

Sandeep Gill  
Deputy Director  
DeKalb Workforce Development  
[sgill@dekalbcountyga.gov](mailto:sgill@dekalbcountyga.gov)



## **Scope of Work for Workforce Innovation & Opportunity Act (WIOA)** **Consultant Services**

DeKalb Workforce Development (DWD) would like to utilize an experienced subject matter expert consultant, from the workforce arena to assist DWD and its staff in ensuring that they properly transition from the Workforce Investment Act (WIA) to the Workforce Innovation and Opportunity Act (WIOA). The consultant should have thirty (30) plus years of experience in working with several state and workforce agencies in successfully transitioning from past workforce legislation such as Comprehensive Employment Training Act (CETA), Job Training Partnership Act (JTPA) and Workforce Investment Act (WIA). The consultant should be well versed in the various workforce regulations and revisions and should be considered as a leading authority within the workforce development industry on best practices in implementing these regulations. Preference would be given to an attorney with the aforementioned work experience. The anticipated scope of work would include:

- Workforce Innovation & Opportunity Act (WIOA) Transition Action Plan
- Review and update DeKalb Workforce Development's Local Plan
- Identification of contracts, sub grants, and other agreements that will be affected and may need to be modified or replaced
- Activities relating to the implementation of new requirements affecting the American Job Centers, such as activities necessary to ensure Wagner-Peyser Employment service activities are co-located with WIOA formula programs in American Job Centers
- Review of and drafting assistance with upcoming Request for Proposals (RFP) like One-Stop Operator RFP and contracts for workforce services;
- Activities relating to the new program requirements for the Adult, Dislocated Worker and Youth formula programs, including provisions relating to Eligible Training Providers for the Adult and Dislocated Worker formula programs, and the increased emphasis on career pathways, sector strategies, and work-based training opportunities
- Four trips to the DeKalb Workforce Area over the next year to meet with the Workforce Board and staff to plan WIOA transition;
- Training for staff to facilitate the implementation of the new requirements
- Helping to establish performance goals and tying payment to performance;
- Review of Center "operator" arrangements and requirements;
- Workforce Board changes and certification pursuant to WIOA Section 107;
- Review of youth program contracts and requirements;
- Activities relating to updating administrative or financial policies and procedures to be in compliance with new WIOA requirements
- Other duties as assigned by the Workforce Board, the local grant recipient and the Executive Director in accordance with Training and Employment Guidance Letter 12-14 and/or other applicable advisories.

John G. Chamberlin  
Attorney/Consultant  
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(503) 781-4872  
jchamberlin@worksystems.org

## **Workforce Innovation and Opportunity Act Implementation: Attorney John Chamberlin's Special Qualifications**

I have specialized in workforce development for 37 years. My workforce career began in 1978 as the in-house attorney for the City of Portland's Training and Employment Division which operated Comprehensive Employment Program Act (CETA) programs. At its peak, Portland's CETA program funded 3000 full-time workers housed at virtually every local, State and Federal agency and over one hundred nonprofit organizations. I drafted contracts and dealt with controversies, grievances and problems of all kinds, becoming the local workforce director for a year. At that time Portland ran the nation's first customized training program. Wacker Siltronic, a German company, was the world's largest computer chip maker. Wacker agreed to locate it's first US plant in Portland and to hire up to a thousand local residents if we could train them to the company's exacting specifications using CETA funding. Years later our project was rigorously evaluated by Rutgers University and was found to be "the single most valuable use of CETA resources in the nationwide, decade long, multi-billion dollar history of the program." This project became a national model and influenced the drafting and passage of the successor Job Training Partnership Act of 1982 (JTPA), the Workforce Investment Act of 1998 (WIA) and the Workforce Innovation and Opportunity Act of 2014 (WIOA) that increasingly focus on "job-driven" training to business specifications and for demand occupations. The Portland area is now called "the Silicone Forest, " and computer chip design and manufacture has become our leading industry. Wacker Siltronic is still one of our largest employers and the people we trained are still employed.

In 1983 I left the City of Portland after a five-year stint and have since worked continuously as an independent attorney/consultant nationwide. My clients have included about 250 local workforce partnerships in forty-seven States.

I authored a paper on liability and risk management for local governments that manage workforce programs, published by the National Association of Counties (NACO). The paper was funded, critiqued and nationally distributed by the United States Department of Labor (USDOL), the United States Conference of Mayors (USCM), the National Governor's Association (NGA), and the National Association of Workforce Boards (NAWB). Other papers have been published by NAWB – "A Checklist for WIB incorporation"; the Manpower Development Research Corporation (MDRC) – "A Guide to Work-based Training"; and the States of Ohio,

## Georgia and Mississippi – “A Comprehensive Guide to On-the-Job Training.

Since WIOA became law I have worked all over the country on the details of transition from WIA to WIOA. A brief list in reverse chronology follows.

- Next week I will be in San Francisco conducted training at the National Association of Job Training Administrators (NAJA) on WIOA and the OMB Super Circulars. There will be attendees from over 25 States. I will also be meeting with the CFO's from seven West Coast workforce areas to go over changing grant management tasks and requirements.
- This week I am in Southern Nevada helping their Board, management staff and local elected officials work through transition details.
- On Friday, March 27<sup>th</sup> I will be in Oregon meeting with Workforce Board Chairs, local Executive Directors, staff to the Governor and State workforce administrators to review and refocus WIOA transition and to increase resource sharing arrangements.
- I also consulted by telephone this week with the twelve Washington State local workforce directors, the four Maine workforce directors, the four Mississippi workforce directors and two workforce areas in Michigan.
- Last week I worked in Ohio with State workforce administrators and with the twenty-one local workforce areas.
- The week of March 8<sup>th</sup> I co-delivered the pre-conference session for the Atlanta Region on WIOA Implementation. I also delivered three breakout sessions on WIOA and met informally with local and State Georgia workforce managers. I then facilitated a planning session for Georgia's Coastal Workforce Board. Later in the week I facilitated a two-day planning retreat for three Washington State Workforce Boards.
- During the week of March 2<sup>nd</sup> I worked in Mississippi with the four workforce areas and State workforce administrators to plan transition. I drafted an RFP template for the local areas and the State for all WIOA services.
- I spent the week of February 23<sup>rd</sup> in Puerto Rico helping local workforce areas, workforce boards and local elected officials plan WIOA transition. Yes, WIOA is in fact a Puerto Rican radio station!

This is a six-week snapshot of my 37-year workforce development career. I also wish to highlight the manual and training session on delivering work-based training in general and OJT in particular that I developed expressly for the State of Georgia and its workforce areas.

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## **Quote For Services**

This quote is for helping Dekalb County Workforce Development transition from WIA to WIOA over the next year.

### **Expertise**

I am an attorney with thirty years of experience specializing in workforce development. My customers have included forty-five of the fifty States, including Georgia.

In two months, February through March 2015, I will provide WIOA transition assistance to workforce areas in Oregon, Washington, California, Nevada, Puerto Rico, Mississippi, North Carolina, Georgia (the Coastal Workforce Investment Area stretching from South Carolina to Florida), Ohio and Michigan.

Local, State and national references will be supplied upon request. A resume is attached.

### **Scope of Work**

- Review and suggest changes to DeKalb Workforce Development's Local Plan;
- Develop a WIOA Transition Action Plan;
- Identify contracts, sub grants, and other agreements that will be affected and may need to be modified or replaced;
- Activities relating to the implementation of new requirements affecting the American Job Centers, such as activities necessary to ensure Wagner-Peyser Employment service activities are co-located with WIOA formula programs in American Job Centers;
- Review of and drafting assistance with upcoming Requests for Proposals (RFP's), including but not limited to a One-Stop Operator RFP and RFP's for workforce services;
- Activities relating to the new program requirements for the Adult, Dislocated Worker and Youth formula programs, including provisions relating to Eligible Training Providers for the Adult and Dislocated Worker formula programs, and the increased emphasis on career pathways, sector strategies, and work-based training opportunities;
- Four trips to the DeKalb Workforce Area over the next year to meet with the Workforce Board and staff to plan WIOA transition;

- Training for staff to facilitate the implementation of the new requirements;
- Helping to establish performance goals and tying payment to performance;
- Review of Center “operator” arrangements and requirements;
- Workforce Board changes and certification pursuant to WIOA Section 107;
- Review of youth program contracts and requirements;
- Activities relating to updating administrative or financial policies and procedures to be in compliance with new WIOA requirements; and,
- Other duties as assigned by the Workforce Board, the local grant recipient and the Executive Director in accordance with Training and Employment Guidance Letters 12-14, 19-14 and other WIOA advisories.